



ADJALA-TOSORONTIO FARMERS' MARKET

RULES & REGULATIONS

April 14, 2019

1. **Attendance:** We are a rain or shine Market; unless we close the Market due to severe weather conditions (you will be notified). Vendors who cannot be there must let the Market Manager know in advance so a part time vendor can be given the space to keep the market looking full. The Market Manager can be reached at ...
2. **Hours:** The market opens to the public at 3 pm and closes at 7 pm. No vendor shall leave before that time even if you have sold out. This causes disruption to other vendors as well as to our patrons. Please place a sign in your booth indicating you are SOLD OUT.
3. **Arrival:** The Market Manager arrives at 1:45 pm to put out signs and blocks off the market area. Market set up starts at 1:45 pm and must be completed by 2:45 pm.
4. **Breakdown:** Starts at 7:00 pm
5. **Spaces:** The Market Board has full authority to assign exhibit space. Requests for a particular space will be considered but we reserve the right to assign and locate all vendors. Vendors may not let out or sublease their spaces. Spaces will fit a 10-foot canopy, which will be your display area. Canopies must be **weighted down every market** with 20 lb weights per corner, as high winds and gusts may send them flying, which is a danger to everyone. Vendors must supply their own signage, tables, safety equipment, and garbage cans. Table coverings are needed, please bring clean table cloths with you.
6. **Vehicles:** One regular sized vehicle or a small trailer may be parked across from the tent as long as it does not obstruct the market or another vendor.
7. **Unpacking:** Please ensure that no food items are put on the ground while unpacking for set-up of the booth.
8. **Signage:** All signage must remain in the Vendors area. Product pricing is to be clear and visible at all times. Customer's have the right to full disclosure regarding the origin of the product they are buying.
9. **Labelling:** Labelling of all food products with your contact information, ingredient list, durable life date and/or preparation date and prices is required. Previously frozen product must be included on the label.
10. **Garbage Receptacles:** Garbage receptacles that belong to the township are only for patron use. **Garbage generated at your table must be taken home.**
11. **Safety:** Be very aware of patrons walking about the grounds when arriving and departing the property. Remember there could be children and elderly patrons as well

as adults walking within the area, and their safety is our first concern. Vehicles must slowly advance to and depart from their allocated areas.

12. **Food Safety:** Health and Safety is taken very seriously. All food samples must be kept covered except while being served directly from a heat source – otherwise a screen is required. Covering samples reduces the chance of contamination by insects and discourages wasps. Food vendors must be familiar with all regulations regarding safe food handling, food signage, transportation of food, serving and storage of hot and cold foods. Fresh meat products must be kept refrigerated at all times. Frozen products must be kept frozen. A Public Health inspector has the jurisdiction to visit at any time and shut down any vendor found to be in violation of Food Health & Safety Regulation. The Market Manager may shut down any vendor violating Food Safety. All vendors wishing to sell prepared or processed food **must** have a Food Handler Certificate from the public health unit.
13. **Water:** Please ensure you have an adequate contained water supply and bucket at your booth for hand-washing. If you are serving food, please ensure you have the proper bleach/water mix to clean your utensils at your booth.
14. **Taxes:** Vendors are responsible for collecting and remitting their own sales taxes where appropriate.
15. **Permits:** All Vendors are responsible for obtaining and paying for any permits, licenses or other approvals as deemed necessary for the operation of their business. Vendors are to comply with all laws in respect to every aspect of their production, sales, labeling, and operation.
16. **Dogs: No vendor is allowed to bring their dog/pet to the market.** Visiting dogs must be kept away from food tables and must be on a short-fixed leash. Any vendor has the right to correct this action at or near their space or bring it to the attention of the Market Manager.
17. **Vendors Etiquette:** If any vendor questions the arrival of a new vendor at the market, please bring your concern to the Market Manager either in private or via email. All new vendors are screened; however site visits are done as required. The Market staff will be happy to do a site visit and report back the findings.
18. **Attitude:** Please be respectful at all times towards other vendors, the public and the Market staff.
19. **Reselling:** Reselling is not allowed unless pre-approved by the Committee. **If approved signage must show the source of the items being resold.**
 - **Vendors cannot offer for sale “or for free” any livestock including any live animals, birds or pets.**

- **No illegal item, banned item, item which does not comply with the markets stated intent or an item where a purchaser is required to have a permit will be allowed.**
- **There will be one invited Public Service Vendor at each Market from our surrounding community, preferably a non-profit, educational or charitable organization.**

I, _____ (please print) have read, understood and will abide by my vendor responsibilities at the Adjala-Tosorontio Farmers' Market. I will remain a vendor in good standing by taking my responsibilities seriously. I understand that being a vendor is a privilege and not a right.

Signed: _____

Dated: _____